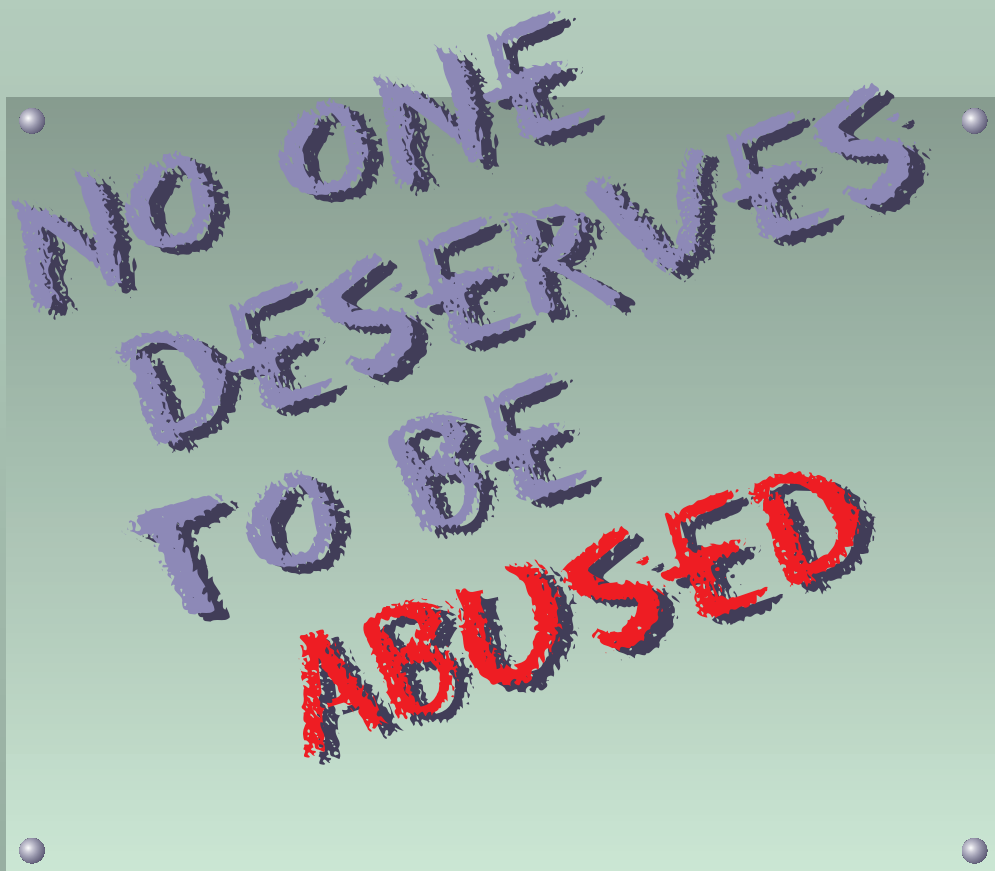


Understanding and Responding to **Domestic Violence** in the Workplace

The Action Guide



U.S. Department of Health and Human Services

October 1998

Domestic Violence in the Workplace

Action Plan for Prevention and Response

U.S. Department of Health and Human Services

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Introduction

Purpose of this Handbook

This Action Guide is written as an addendum to the Workplace Violence Training Guidelines that were issued in May 1997. The Department of Health and Human Services is committed to promoting the health and well-being of all of our employees. Domestic violence is a leading cause of injury to women in this country. This document is meant to inform employees about what measures can be taken if they suspect a domestic violence situation exists, inform site managers about what physical security precautions should be taken, and inform managers about what policies and procedures others have found helpful in preventing domestic violence. Many of the suggestions and policies are adapted from the Office of Personnel Management's *Workplace Violence Guidelines*.

A Message from the Secretary

Every day, thousands of our nation's women, children, men and elderly are affected by family violence. HHS recognizes that as violence impacts and changes people's lives, it also has an effect on the workplace. We know, for example, that family violence is one of the leading causes of death for women at the workplace. In addition, it can create fear, anxiety, increased absenteeism, and lowered productivity on the job. Family violence, however, is one of the hardest problems to address at work because of its stigma and the belief that it is a problem best "left at home."

We can no longer ignore the issue of family violence at work. In 1995, President Clinton recognized the need to address family violence at work, and he directed Federal agencies to institute domestic violence education campaigns. Since then, HHS has worked diligently to address the safety of HHS employees and the health care system's ability to screen, treat, and prevent family violence. The DHHS Steering Committee on Violence Against Women ensures that the various agencies and offices of the Department work on issues dealing with family violence in a coordinated fashion.

Employees of our Department are not immune to family and intimate partner violence. To address this concern among HHS employees, we have developed these guidelines to assist you in learning more about the issue, where to go for help, and how to deal with the repercussions of domestic violence. These guidelines, which are being made available through your Employee Assistance Program (EAP) and are on the Intranet and Internet, have become an extension of our current workplace violence guidelines. Departmental policy in this area is clear. Threatening or intimidating behavior by family members and intimate partners will not be tolerated. We will do all that we can to assist our employees who are victims of family violence. Our EAP's and other local providers are available to help employees and co-workers who are trying to cope with these concerns.

I encourage all employees to report instances of threatening or intimidating behavior that they may experience as a result of family or intimate partner violence, to their supervisors, EAP, security staff, or law enforcement officials. We share the responsibility to maintain an HHS workplace that is free from violence and threatening situations and ultimately safe for ourselves, our colleagues, and visitors.

HHS recognizes that as violence impacts and changes people's lives, it also has an effect on the workplace.

Donna E. Shalala

Background and Definitions

As a society, we are only beginning to realize the extent to which domestic violence affects us all at home or in the workplace. Almost four million American women were physically abused by their husbands or boyfriends in the last year alone.¹ In a 1997 national survey, 24% of women (or nearly 1 out of 4 women) between 18 and 65 had experienced domestic violence.² In the workplace, domestic violence affects the productivity of employees resulting in employee absenteeism and turnover, lost productivity, stress, increased healthcare costs, and sometimes workplace violence. The cost to businesses is staggering. Nearly 37% of women who experienced domestic violence report that this abuse had an impact on their work performance in the form of lateness, missed work, keeping a job or work promotions.³ In a 1990 study, the Bureau of National Affairs estimated that companies lose \$3 to \$5 billion in absenteeism, medical bills, employee turnover, and lost productivity because of domestic violence.⁴

The sobering statistics all add up to one thing: Everyone must take responsibility and act now to prevent domestic violence. The United States Department of Health and Human Services (DHHS) is taking this opportunity to inform its own employees of its policy on the issue of domestic violence.

DHHS defines domestic violence as “all acts of physical and psychological violence, including harassing or intimidating behavior, that occur as part of personal relationships such as marriages or other intimate relationships. This includes spousal abuse, abuse among intimates, as well as sexual and physical abuse of children and/or the elderly or the infirmed.” Although commonly perceived as a problem only impacting the home, domestic violence can also manifest in the workplace. Abused employees may receive

- ◆ Harassing or repeated phone calls or faxes
- ◆ Unwelcome notes left on their cars and/or
- ◆ Unplanned or unannounced visits at worksite

They may also be

- ◆ Stalked
- ◆ Physically assaulted or
- ◆ Murdered

Domestic violence can also impact work due to:

- ◆ Sleep deprivation
- ◆ Physical injuries that impact on an individual’s ability to perform his/her job
- ◆ Heightened anxiety levels

Other Definitions

This document makes use of some terms which may be unfamiliar to the reader. These definitions are provided for use in the context of this document and should not be construed as legal definitions.

Batterers' Intervention Programs

Programs batterers attend that are designed to eliminate violence in intimate relationships, stop other forms of abusive behavior and increase victim safety.

Batterer, Perpetrator, or Abuser

The individual who commits an act of violence as described above.

Crisis Management Team

A group of agency specialists convened on an ongoing or ad hoc basis to implement policies regarding workplace violence; investigate and assess a violent or potentially violent situation; intervene to resolve or diffuse some violent situations (which are not better handled by the police); implement the agency's action plan when required; and/or implement any corrective, preventive or follow-up action during or following an incident of workplace violence. It is not the intention of this team to interfere with official police investigations.

Stalking

A malicious course of conduct that includes approaching or pursuing another person with intent to place that person in reasonable fear of serious bodily injury or death to him/herself or to a third party.

Survivor or Victim

The individual who is the subject of an act of domestic violence.

HHS Policy

Threatening or intimidating behavior and violence in the workplace are unacceptable forms of conduct and will not be tolerated.

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Roles and Responsibilities

Preventing and responding to actual or potential incidents of workplace domestic violence is the responsibility of everyone at HHS.

All employees (including managers and supervisors) are responsible for:

- ◆ Their own behavior and interactions with fellow employees and their supervisors;
- ◆ Promptly reporting, anonymously if necessary, any acts of violence, threats, and similar disruptive behavior in the workplace to security or the crisis management team;
- ◆ Cooperating fully in investigations/assessments of allegations of workplace violence;
- ◆ Seeking appropriate assistance (e.g. Employee Assistance Program or other counseling) if they are experiencing stressful personal or work circumstances, generating from any source, which may adversely affect their productivity or lead to unacceptable behavior; and
- ◆ Informing security, front desk personnel, supervisors, and others as needed in the agency about restraining orders and other protective court orders related to domestic situations so that assistance can be offered at the worksite.

Managers and supervisors are additionally responsible for:

- ◆ Ensuring that all of their employees are fully informed of and understand HHS workplace domestic violence policy and procedures;
- ◆ Being cognizant of situations that have the potential to produce violence and promptly addressing them with all concerned parties;
- ◆ Being sensitive to stress generated by the workplace and considering changes that could alleviate work-related stress;
- ◆ Encouraging employees who show signs of stress or evidence of possible domestic violence to receive assistance, such as that provided by the Employee Assistance Program; and
- ◆ Documenting and responding to allegations of workplace violence in a timely fashion, evaluating the results and taking necessary action or assisting the Crisis Management Team.

Additionally, other components of the Department have special responsibilities in preventing and responding to workplace violence. Security and Safety Officers are responsible for:

- ◆ Maintaining a safe environment
- ◆ Directly intervening when on-site threats or violence occurs
- ◆ Assisting with investigations into alleged incidents

Health units and Employee Assistance Programs are responsible for providing help for employees showing signs of stress as well as for worksites experiencing conflict and organizational change. The Servicing Personnel Office and Unions may be involved if disciplinary action is being considered or taken. They may assist in investigating and intervening in these situations; provide technical assistance and support; and provide help for employees showing signs of stress as well as for worksites experiencing conflict and organizational change.

First Steps: Early Intervention and Education as Prevention Strategies

Early intervention and education prevention is the first step to creating a supportive environment for employees and to avoid or minimize the occurrence and effects of domestic violence in the workplace.

Early intervention and education prevention can include a wide range of strategies. Some strategies for creating a supportive environment may include offering:

- ◆ Confidential means for seeking help
- ◆ Resource and referral information
- ◆ Additional security at the workplace
- ◆ Flexible work schedules
- ◆ Workplace relocation
- ◆ Close communication between the EAP, Security, and Occupational Health and
- ◆ Training on domestic violence for managers, supervisors, employees, Employee Assistance professionals, Occupational Health staff, and Security personnel

The best strategy is to build in early intervention and education prevention before an incident occurs.

Confidentiality

In all responses to domestic violence, the response should protect the confidentiality and autonomy of the adult survivor to direct her or his own life, to the fullest extent permitted by law.

Resource and Referral Information

Work sites should attempt to maintain, publish, and post in locations of high visibility, such as bulletin boards and break rooms, health units, phone directories, and online information databases, a list of resources for survivors and perpetrators of domestic violence, including but not limited to the National Domestic Violence hotline number **(800) 799-SAFE**, security services appropriate to location, the Employee Assistance Program number,

the phone number and description of local domestic violence resources, information on how to obtain civil orders of protection and criminal justice options, and a list of certified batterers' intervention programs.

It is particularly important that written resource and referral information be available in all the languages spoken by employees. Other appropriate assistance may need to be evaluated on an individual basis. Make sure that contractors post information on domestic violence as well.

Additional Security at the Workplace

Security plays an integral role in the development of a safe and supportive workplace environment. Security should examine its procedures to determine what, if anything, needs to be done to ensure the workplace responds appropriately to domestic violence.

Flexible Work Schedules and Workplace Relocation

At times, an employee may need to be absent from work or moved to another worksite due to family violence. There are many options available for employees who are experiencing threats of violence. Employees and managers/supervisors should be familiar with the leave and relocation policies and procedures that are available to them.

Communication Between the Employee Assistance Program, Occupational Health Office, and Security

The Employee Assistance Program, Occupational Health Office and Security should be in communication so that they can provide standard information and resources to employees.

Training for Managers/Supervisors and Employees on Domestic Violence

Training is a good opportunity to address a range of issues with a large audience: sensitivity to domestic violence, responding to domestic violence, violence in the workplace, and the effects of domestic violence in the workplace. Create opportunities to inform employees on a periodic basis about HHS policy and procedures on violence, threats and harassment.

Frequently Asked Questions

How can I learn more about domestic violence?

If you feel that you or someone close to you is being affected by domestic violence, there are places that you can turn to for information, resources, and assistance. Here are some options:

- ◆ Contact your local Employee Assistance Program;
- ◆ Call the National Domestic Violence Hotline at **1-800-799-SAFE** or **(800)-787-3224** (TDD).

How do I know if an employee is being affected by domestic violence?

It is NOT a manager's role to diagnose! Focus on performance issues and consult with your Employee Assistance Program if you become aware of some of the following behaviors:

- ◆ Chronic absenteeism
- ◆ Inappropriate/excessive clothing
- ◆ Obsessions with time
- ◆ Repeated physical injuries
- ◆ Chronic health problems (e.g. chronic pain)
- ◆ Isolation
- ◆ Emotional distress
- ◆ Depression
- ◆ Distraction
- ◆ Excessive number of personal phone calls

-
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 - ◆ *Isolation*
 - ◆ *Emotional distress*
 - ◆ *Depression*
 - ◆ *Distraction*
 - ◆ *Excessive number of personal phone calls*
-

What can I do if I suspect that an employee or co-worker is being affected by domestic violence?

- ◆ If you are a supervisor and believe that an employee is in an abusive relationship, but the employee has not disclosed this to you, focus on any job performance issues that may have arisen, express concern about any changes in job performance and refer the employee to the Employee Assistance Program and/or community resources.
- ◆ If you know or believe that a co-worker is a victim of domestic violence, communicate your concerns for her or his safety. Be clear that your role is to help and not to judge. Refer the employee to the Employee Assistance Program, a local domestic violence agency, the Crisis Management Team or the National Domestic Violence Hotline at **(800) 799-SAFE**. Maintain the confidentiality of the domestic violence circumstances and any other referrals under this policy to the extent permitted by law. Discuss the employee's situation with employee assistance counselors or a local domestic violence program for further guidance.
- ◆ Report any threats or violence that you experience or witness to your supervisor, Security, the Employee Assistance Program or the Crisis Management Team.

What can I do if I'm being affected by domestic violence?

- ◆ Talk with a trusted co-worker, supervisor, union representative, or manager about your situation.
- ◆ Contact your nearest Employee Assistance Program office.
- ◆ Contact the national domestic violence hotline at **(800) 799-SAFE**, the State Coalition Against Domestic Violence, or a local domestic violence agency.
- ◆ Call the local police if you are in immediate danger.
- ◆ Notify your supervisor of the possible need to take leave and find out your leave options. Be clear about your plan to return to work and maintain communications with your supervisor during your absence. If necessary and available, make alternate arrangements for receiving your paycheck.
- ◆ If you are concerned about your safety at work, submit a recent photograph of the abuser and a copy of your protection order to your supervisor, the General Counsel's Office, Security, and the police department. This assists your

employer in identifying the abuser should he/she appear in the workplace.

- ◆ Work with your supervisor/manager, Security staff, Employee Assistance Program, and Occupational Health Nurse/MD to develop a safety plan (See Appendix A).
- ◆ Obtain assistance for and documentation of any physical and/or mental health consequences of the abuse (including old injuries) from your workplace occupational health office (if available) and/or your primary care provider.

What resources are available for perpetrators of domestic violence?

- ◆ Contact the nearest Employee Assistance Program office for confidential consultation and resources.
- ◆ Contact a certified batterer's intervention program.

What flexible schedule and leave options are available for an employee who is experiencing threats of violence?

At times an employee may need to take leave from work due to family violence. There are many options available for employees who are experiencing threats of violence. Through collaboration with the employee, supervisor/manager, and Employee Assistance Program, the employee can work out a schedule that combines a number of flexible work and leave options:

- ◆ Flexible work schedule
- ◆ Alternative work schedule
- ◆ Flex-time
- ◆ Telecommuting
- ◆ Annual or paid sick leave
- ◆ Compensatory time
- ◆ Leave without pay

Employees, supervisors, and managers are encouraged to first explore whether paid options can be arranged which will help the employee cope with a family violence situation without having to take a formal unpaid leave of absence.

Through collaboration with the employee, supervisor/manager, and Employee Assistance Program, the employee can work out a schedule that combines a number of flexible work and leave options.

How does a manager deal with employees having performance issues related to domestic violence?

DHHS recognizes that victims of domestic violence may have performance or conduct problems such as chronic absenteeism or inability to concentrate as a result of the violence. When an employee subject to discipline confides that the job performance or conduct problem is caused by domestic violence, a referral to the Employee Assistance Program should be offered to the employee.

The manager, in collaboration with the employee and Employee Assistance counselor, should allow a reasonable amount of time for the employee to obtain assistance regarding the domestic violence. Managers should be mindful that the effects of domestic violence can be severe and may take extended periods of time to address fully.

Managers and supervisors are encouraged to work with personnel to develop a strategy for working with employees with performance issues related to domestic violence.

What can a manager do if an employee commits acts or threats of violence while at the worksite?

- ◆ DHHS is committed to providing a workplace in which violence is not tolerated. Any physical assault or threat made by an employee while on DHHS premises or during working hours is a serious violation of DHHS policy. This policy applies not only to acts against other employees, but to acts against all other persons, including intimate partners. Employees found to have violated this policy could be subject to corrective or disciplinary action.
- ◆ Employees who are convicted of a crime as a result of domestic violence may be subject to corrective or disciplinary action when such action affects the work performance of the employee or affects the normal operation of DHHS.

What does a manager do if an employee discloses that he or she is a survivor of domestic violence?

DHHS seeks to create a supportive workplace environment in which employees feel comfortable discussing domestic violence and seeking assistance for domestic violence concerns. There are a number of things that you can do for employees to help them obtain the services they need and to enhance the safety of the workplace. There are four general principles to follow when helping survivors of domestic violence:

- ◆ **Avoid victim blaming!** If an employee discloses that he or she is a victim of domestic violence, it is important to send the following messages and avoid victim blaming:
 - ◆ You are not alone
 - ◆ You are not to blame
 - ◆ There is help available
 - ◆ You do not deserve to be treated this way
- ◆ Refer the employee to the EAP for assistance. Remember, it is not the manager's role to diagnose or treat the employee.
- ◆ Provide a nonjudgmental and supportive environment. Respect the employee's boundaries and privacy, even if you disagree with the decisions she/he is making regarding the relationship. A survivor of domestic violence may make numerous attempts to leave before she/he is finally able to leave his/her batterer. It is often difficult to leave because of financial and childcare responsibilities, or threats of violence.
- ◆ If appropriate, discuss and develop workplace safety plans with the employee. It is your responsibility to ensure the safety of the workplace.

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- ◆ *You are not alone*
 - ◆ *You are not to blame*
 - ◆ *There is help available*
 - ◆ *You do not deserve to be treated this way*
-

Additional suggestions for those who may be assisting employees affected by domestic violence:

Managers/Supervisors

- ◆ Be aware of physical or behavioral changes in employees and consult with your Employee Assistance Program on appropriate interventions.
- ◆ Be responsive when an employee who is either the survivor

or the perpetrator of domestic violence asks for help. Immediately contact your Employee Assistance Program/ Security Professional/ Occupational Health Nurse or Doctor for assistance.

- ◆ Maintain the confidentiality of domestic violence circumstances and any other referrals under this policy to the extent permitted by law. Inform employees of the domestic violence circumstances on a need to know basis only. Wherever possible, give advance notice to the employee who is experiencing domestic violence if you need to inform others about the domestic violence situation.
- ◆ Managers/Supervisors must be respectful of an employee's personal choices. If you observe signs of violence, it is appropriate to convey concern regarding signs and to educate the employee regarding resources available. It is critical that you respect the employee's privacy and not pressure the employee to disclose any personal information.
- ◆ Work with the survivor, the Employee Assistance Program, available security staff, law enforcement, the Occupational Health office, and community domestic violence programs, if necessary, to assist in developing a personal workplace safety plan (See Appendix A) that utilizes, when appropriate, all of the flexible work and leave options that are available. When assisting an employee to develop a personal workplace safety plan, ask what changes, if any, could be made at the workplace to make her/him feel safer. Survivors of domestic violence know their abusers better than anyone else. When it comes to their own safety, offer to assist them in developing a personal workplace safety plan, but allow them to decide what goes in the final plan. However, if it is determined that other employees or customers are at risk, it is essential to take measures to provide protection for them.
- ◆ If possible, adjust the survivor/employee's work schedule and/or grant leave [sick, annual, shared, leave, compensatory time, or leave without pay] if the employee needs to take time off for medical assistance, legal assistance, court appearances, counseling, relocation, or to make other necessary arrangements to enhance her/his safety. Be sure to follow all applicable personnel policies and procedures, union contract provisions and statutes.
- ◆ Ask the employee to maintain communication with you during his/her absence. Always maintain the confidentiality of the employee's whereabouts.

- ◆ Work with human resource staff and union representatives to relocate employees to an alternative worksite, whenever feasible, if the employee requests to relocate for safety reasons. If relocation is offered, try to find positions that do not produce any reduction in pay, status, or benefits.
- ◆ Provide training on awareness of domestic violence as a workplace issue, sensitivity to domestic violence, and response to domestic violence in the workplace.
- ◆ Comply with all civil protection orders. If both the plaintiff and defendant in a civil protection order are employees of the DHHS, you must work with human resources, the General Counsel, Employee Assistance counselors, the Occupational Health Nurse/MD, and Security staff to ensure that the defendant is relocated to a workspace in which the defendant will have no contact with the plaintiff. If you observe violations of the protection orders, document these violations and call the police and/or contact the General Counsel's office.
- ◆ After consultation with human resources and the Office of the General Counsel, take any appropriate corrective or disciplinary action consistent with policy and procedure and collective bargaining agreements, up to and including termination, against employees who commit acts of domestic violence at DHHS worksites or who are convicted of a crime as a result of domestic violence when such action affects the work performance of the employee or the normal operations of the Department.

Employee Assistance Professionals

- ◆ Train staff on how to identify warning signs of potential violence in both the survivor and the perpetrator, and on how to intervene most effectively.
- ◆ Maintain up-to-date referral resources on domestic violence hotlines, advocacy groups, shelters, counseling services, and legal services (pro bono legal assistance and domestic violence/family court information) as well as resources for perpetrators, including certified batterer's intervention programs. As these resources change frequently, it will be important to verify the referral information often.
- ◆ Provide education on domestic violence through such channels such as lunchtime seminars, newsletters, posters, pamphlets, and employee and management training.

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- ◆ *Ask their staffs to participate in workplace educational events on domestic violence*
 - ◆ *Create opportunities for employees to volunteer at a local domestic violence shelter*
 - ◆ *Organize a workplace drive for domestic violence shelters*
-
- ◆ Educate managers about the Employee Assistance Program's ability to intervene in domestic violence situations. Inform managers of the need to call the Employee Assistance counselor to consult about any domestic violence situations that they become aware of, including concerns about either survivors or perpetrators.
 - ◆ When appropriate, and with the survivor's written permission, provide advice and consultation to the supervisor with respect to issues of domestic violence in the workplace in order to achieve workplace cooperation regarding leave of absence, fair consideration of any performance or conduct problem directly related to the violence, safety needs, disciplinary actions towards a perpetrator who works with a survivor and abuses that person in the workplace, and access to any other needed services.
 - ◆ Discuss with human resources staff any personnel policy which may negatively impact survivors.
 - ◆ Establish a working relationship with domestic violence service agencies in the community, sharing information and resources. There are many ways to establish a working relationship with a community organization:
 - ◆ Ask their staffs to participate in workplace educational events on domestic violence
 - ◆ Create opportunities for employees to volunteer at a local domestic violence shelter
 - ◆ Organize a workplace drive for domestic violence shelters

Security Services

- ◆ Provide consultation and reasonable assistance to employees experiencing domestic violence.
- ◆ Document violations of a restraining order.
- ◆ Respond and intervene, as needed, to calls concerning safety in the workplace.
- ◆ Accept transferred harassing telephone calls from the employee's abuser, and document the calls.
- ◆ Work closely with appropriate law enforcement agencies to ensure workplace safety.
- ◆ Keep a certified copy of any restraining orders provided by the employee in a confidential file. Access to orders and information contained in them should be limited on a need to know basis.

- ◆ Review the safety of parking arrangements. Worksites may differ on regulations and procedures regarding parking. Security should carefully examine the following recommendations for employees who fear an attack at work:
 - ◆ Ensure the parking areas are well lit
 - ◆ Provide priority parking near the building entrance for employees based upon joint recommendation by the EAP and security
 - ◆ Provide security escorts to parked cars

Occupational Health Professionals

- ◆ Review screening procedures.
 - ◆ Screen for domestic violence all females seen for injury, chronic health problems, somatic complaints, pregnancy related issues, mental health problems, or substance abuse.
 - ◆ Screen in a confidential setting.
 - ◆ Use questions that are direct, specific and easy to understand, e.g. “Because violence is so common in many people’s lives, I’ve begun to ask all my patients about it routinely. Are you in a relationship with a person who physically hurts or threatens you?”
 - ◆ Screen verbally in addition to any written questionnaire used.
 - ◆ When unable to converse fluently in the employee’s primary language, use a professional interpreter or another healthcare provider fluent in the employee’s language. Do not use the employee’s family or friends as interpreters when asking about domestic violence.
 - ◆ Document that screening for domestic violence was done.
- ◆ Post materials and information on domestic violence in highly visible locations.
- ◆ Refer those employees seeking assistance to the EAP or other community resources.

Share these guidelines with a friend or co-worker. Let’s get the word out!

Violence will not be tolerated at DHHS!

Everyone can play an active role in making DHHS a safe and supportive environment! Take the first steps today. Share these guidelines with a friend or co-worker. Let’s get the word out!

Violence will not be tolerated at DHHS!

Appendix A:

Components of a Workplace Safety Plan:

In developing your workplace safety plan, consider the following options.

1. Obtaining a civil order for protection and making sure that it is current and on hand at all times. Include the workplace on the order. A copy should be provided to the police, your supervisor, the reception area, Office of the General Counsel, the Occupational Health office, and Security office if the abusive partner may come to the work site. Ask co-workers and/or supervisors to call the police if the perpetrator threatens, harasses you at work or violates the civil order for protection in any way.
2. Providing a picture of the perpetrator to reception areas and/or Security.
3. Identifying an emergency contact person should your employer be unable to contact you.
4. Reviewing the safety of your parking arrangements.
5. When possible, requesting that a security guard escort you to and from your car or public transportation and/or obtaining special parking access.
6. Requesting a change and/or unpredictable rotations of your work schedule, work site, or work assignment if such a change is possible and would enhance your safety at work.
7. Having your telephone calls screened at work.
8. Requesting additional security measures for your work site. It may be possible to post security guards near your work site, install security cameras or silent alarms at your work site, relocate your work stations to a more secure area, or provide you with a cellular phone for emergency use at work.
9. Reviewing the safety of your childcare arrangements. If you have a protective order, make sure the provider has a copy.

Appendix B:

Resources

1. First Comprehensive National Health Survey of American Women. New York: The Commonwealth Fund, July 1993.
2. EDK Associates for the Body Shop, *The Many Faces of Domestic Violence and Its Impact on the Workplace*, New York: EDK Associates, 1997: 2-4.
3. Bureau of National Affairs, *Domestic Violence in the Workplace*, Washington, DC, 1990.
4. Roper Starch Worldwide for Liz Claiborne, *Addressing Domestic Violence: A Corporate Response*, New York: Roper Starch Worldwide, 1994:9.
5. U.S. Department of Health and Human Services, *Understanding and Responding to Violence in the Workplace*, March 1997. This document is available for download at <http://www.hhs.gov/progorg/ohr/eap/library.html>. It is also available through personnel departments.
6. United States Office of Personnel Management, *Dealing with Workplace Violence: A Guide for Agency Planners*, October 1997. This document is available for download at <http://www.opm.gov/workplac/index.html-ssi>. It is also available through personnel departments.
7. National Domestic Violence Hotline
(800) 799-SAFE or **(800) 787-3224** (TDD).
8. You can look up your local Employee Assistance Program on the Internet at www.hhs.gov/progorg/ohr/EAP/faq.html#help.
9. This material was also adapted from the publication entitled, "The Workplace Responds to Domestic Violence: A resource Guide for Employer, Unions, and Advocates," produced by the Family Violence Prevention Fund. Edited by Donna Norton, Esq., Stephen T. Moskey, Ph.D., and Elizabeth Bernstein. For further information, please contact:

Family Violence Prevention Fund
383 Rhode Island St., Suite 304
San Francisco, CA 94103-5133
Phone: (415) 252-8900
Email: fund@fvpf.org
10. For further information about policy issues and these guidelines, contact ASMB's Office of Human Resources at **(202) 690-6191**.

Important Phone Numbers/Local Resources (Complete this at Local Level)

Your Supervisor:

Building Security:

Building Health Unit:

Human Resources Staff:

Employee Assistance Program:

Crisis Management Team:

Local Law Enforcement:

Local Domestic Violence Shelter:

Others:

National Domestic Violence Hotline:

800-799-SAFE or 800-787-3224 (TDD)